

[illegible]

INSTRUCTIONS FOR FILLING OUT Course Order Form 5542

1. Contact name of person ordering material
2. Phone number of contact person
3. Order Point Number for location where order is being **shipped**
4. Date the order is being placed
5. Email address of contact person if available
6. Fax Number of contact person
7. Total pages of order
8. Prep date – Date materials are needed by Instructors to prepare for class (Please allow a minimum of 21 days) if less than the 21 days, this is an exception & must be approved.
9. Class date – Date class begins
10. Catalog number of course being ordered
11. Course number
12. Number of Instructors
13. Number of Students
14. Other Items – Put an X in either Yes or No box
15. Confirmation Number – Person inputting order will fill in this information and fax it back to Contact Person within 2 working days. If you do not receive your confirmation (order number) on a faxed order within 2 working days please do not refax the order. Call 1-877-752-2970 and provide them with the date of the fax order, contact name and phone number.
16. Recipient Shipping Information – Must include Recipient's Name, Street Address (No PO Boxes), Stop/room or suite number, City, State and Zip Code, Phone Number of Recipient